

PATHWAY

Employer Web Portal

TRAINING

Kentucky Teachers' Retirement System

PATHWAY



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Welcome!

Welcome to PATHWAY training for KTRS employer partners. We've spent a lot of time designing a system that provides efficient processing that is flexible enough to meet your unique needs. In this training session, you will learn how to:

- (1) Upload a contribution file, resolve errors/warnings, and submit your payroll report (contribution and employment information) using the new PATHWAY Employer Web Portal system. This can be done through manual entry of your payroll as well.
- (2) Create additional secure users (other than yourself) to use PATHWAY.
- (3) Enroll new members.
- (4) Update information that KTRS maintains about your organization.
- (5) Complete employer forms required for members to purchase service.

First things first. How do I login?

Employer Self Service - Login

* User Id

Test1

Continue

Please make sure

» You have the digital certificate installed on your computer

» User Id to login to the portal

» Password to login to the portal

» Disclaimer : This is placeholder for disclaimer text

1

What do I need before I can login to PATHWAY?

- (1) KTRS sends you an email with a username and temporary password that will allow you to register your account.
- (2) When you register, you will be asked to change your password and select an image for security purposes.
- (3) When you register, you will also be asked to select and answer four challenge questions. These questions will be used later to verify your identity if you forget your password.
- (4) Each time you login to your account after you have successfully registered, you will be required to enter your unique username and selected password. You will also be asked to verify your selected image.
- (5) Each user (person) in your organization should use a unique username and password (no sharing, please).

Employer Self Service - Verify Image and Phrase

Image



Phrase

grapes

* Password

.....

Continue

Forgot Password

2



PATHWAY Quick Start

Lookup Screen

- Search for existing records
- Open records for viewing/editing
- Export search results to Excel
- Create new records

SCREEN NAME

Indicates the name of the screen for reference purposes.

PREVIOUS

Works like the back button in your browser.

HELP

Opens the online help system for process help documentation.

LOGOUT

Blocks access to the system by requiring username and password for re-entry.

MAIN MENU

Logical break down of the system into sub-systems; rollover to display Sub Menu.

MESSAGE BAR

System communicates to user the success or failure of actions.

SEARCH BUTTON

Execute a search after entering criteria.

RESET SEARCH

Clear entered search criteria from the screen (start fresh).

NEW BUTTON
Create a new payroll summary for manual entry.

OPEN BUTTON
Opens selected record for viewing and updating.

EXPORT TO EXCEL
Move search results column data into MS Excel for further analysis.

SAVE

Updates the database with data changes (addition, modification, and deletion) for retrieval later.

PANEL

Logically breaks the screen into components to take actions on specific data. Collapse/expand by clicking anywhere on the header.

SAVE
Save

Maintenance Screen

- View record data
- Modify and save existing data



Employer Payroll Reporting

What are we learning?

Objective: To upload your file or enter data manually, resolve errors/warnings, and submit your payroll report (contribution and employment information) using the new PATHWAY Employer Web Portal system.

New Terms & Definitions

Payroll Summary: A summary of a contribution reports for a specific reporting period.

Payroll Detail: Record of an employee detailing information submitted with the report (e.g., contributions, salary, employment information).

Error and Warning Messages: Problems identified by PATHWAY while validating your report that must be corrected before you submit your report to KTRS. Warning messages, however, can be suppressed.

Informational Message: Informational messages that are provided to be helpful to you, but do not require corrective action.

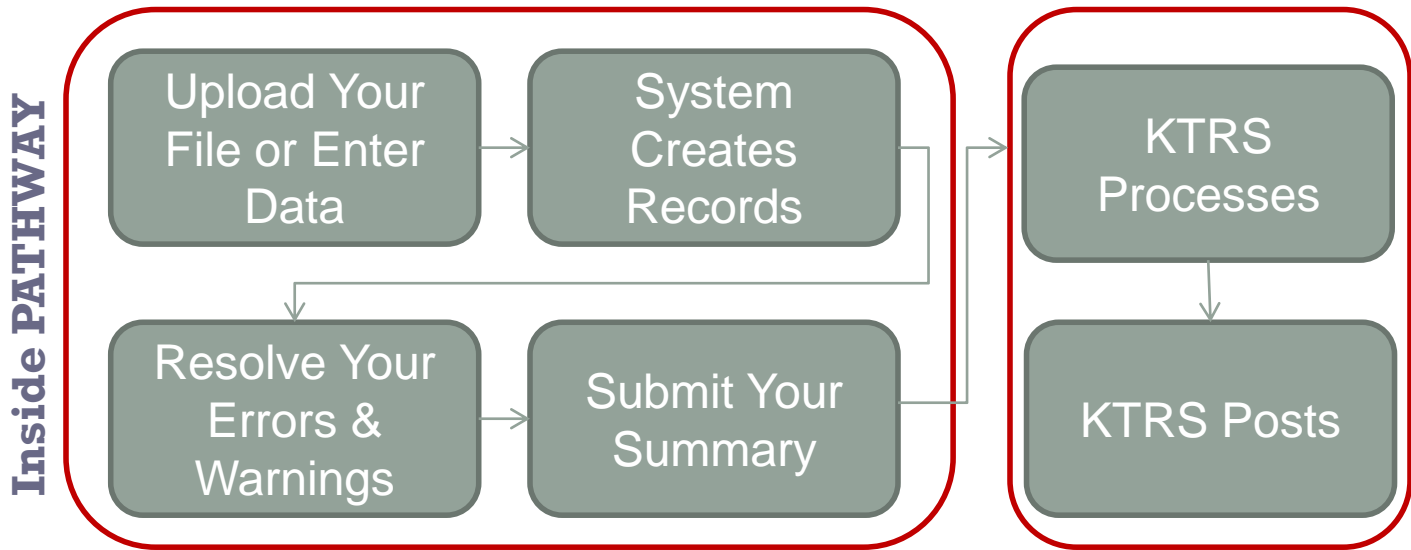
Discrepancy: When the expected contribution amount is not what is reported from the employer, the status is set to “Discrepancy.” Discrepancies can be bypassed to allow the payroll summary to be submitted.

Below is a quick visual overview of the Employer Payroll Reporting process. In general, your steps will be to:

- (1) Upload your file (using the KTRS defined file layout) or enter your information manually
- (2) Resolve any errors or warnings identified by PATHWAY
- (3) Submit your Payroll Summary to KTRS

KTRS takes over the processing and posting from there.

Quick Overview

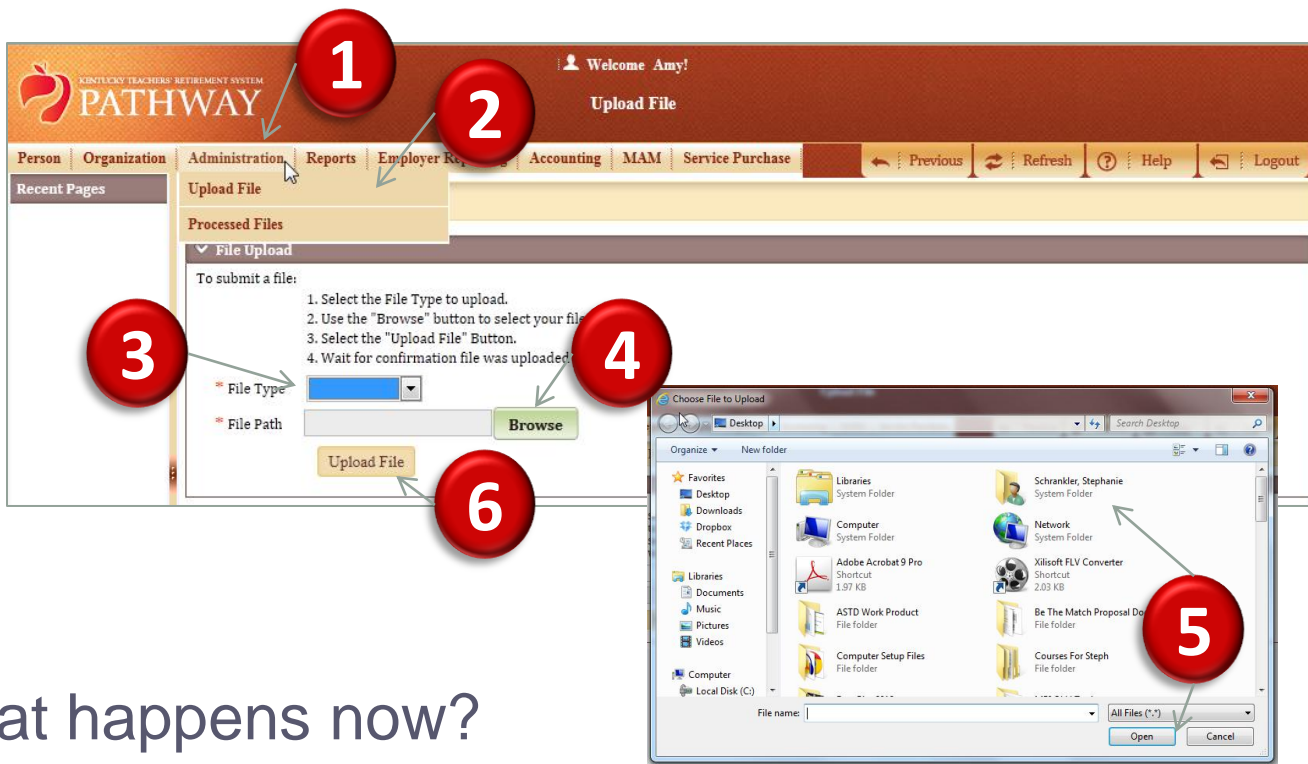


Upload Your File

It is likely that you have a file from your payroll system containing KTRS' required contribution data that you can upload. If not, turn to "Manually Create New Payroll Summary."

If you have such a file, the steps to upload are simple.

- (1) Rollover the **Administration** Main Menu item
- (2) Select **Upload File** from the Sub Menu that appears
- (3) In the File Type drop down, select "Contributions"
- (4) Click the **Browse** button
- (5) Locate the file you wish to upload and click the **Open** button
- (6) Click the **Upload File** button



What happens now?

PATHWAY processes the data you uploaded, creates user-friendly records so that the data is viewable in a nice form, and checks for errors or questions with the data. Once PATHWAY has completed processing the file, you will receive an email indicating that you can move forward with the process.

While PATHWAY is processing your file, feel free to logout and enjoy your day. It is not necessary to return to PATHWAY until you receive an email that the processing was successful and is complete.

Skip to Viewing
Summary and Detail
Records next!



Enter Your Information Manually

If you don't have a file to upload from your payroll system, as an alternative, you can manually enter your information.

It's a two-task process to manually enter your information into PATHWAY. The first task is to create the Payroll Summary record. PATHWAY gives you the option to select a Previous Payroll Summary to "copy" over to cut down the amount of data that needs to be entered. The second task is to create a Payroll Detail record for each one of your employees. The steps for both tasks can be found below.

Task #1: Create Payroll Summary Record

- (1) Rollover the **Employer Reporting Main** Menu item
- (2) Click the **Payroll Summary** Sub Menu item
- (3) Enter the Payroll Identifier Number and Previous Payroll Summary
- (4) Click the **New Payroll** button
 - PATHWAY will create and display a new Payroll Summary record
- (5) Enter the Pay Period Begin Date, Pay Period End Date, and Check Date
- (6) Click the **Save** button

Task #2: Create Payroll Detail Records for Each Employee

- (1) From the Payroll Summary record you created in Task #1, click **Create Payroll Detail** (If a previous Payroll Summary was selected, only employees not included previously need to be entered)
- (2) Enter all of the required information about your employee (red * indicates a required field)
- (3) Click the **Save** button
- (4) Repeat these steps until all employee information is entered

Task #1

PATHWAY
Employer Payroll Summary Lookup

Person | Organization | Administration | Reports | Employer Reporting | Accounting | MAM | Service Purchase

Mag ID : 6 [All search crit]

Payroll Summary

Payroll Detail

Download KTRSID

Payroll Identifier Number

Payroll Status

Payroll Period Begin Date

Payroll Period End Date

Check Date

Search

Reset

Store Search

Search Results

New Payroll

Open

Delete

Export To Excel

Payroll Identifier Number

Payroll Period Begin Date

No records to display

To get to the Payroll Summary Lookup, select the Employer Reporting Main Menu item and the Payroll Summary Sub Menu item. Enter the Payroll Identifier Number and select Previous Payroll Summary, then click the New Payroll button.

PATHWAY
Employer Payroll Summary Maintenance

Person | Organization | Administration | Reports | Employer Reporting | Accounting | MAM | Service Purchase

Mag ID : 7 [Record displayed. Please make changes and press SAVE.]

Save

Create Payroll Detail

Submit Payroll Summary

Ignore

Payroll Summary Information

Employer Name

Payroll Period Begin Date

Payroll Identifier Number

Total Number of Active Employees Reported

Payroll Period End Date

Submitted Date

Total Number of Retired Employees Reported

Payroll Summary Total Amounts

Contribution Totals

On Behalf Paid by State

	Total Earnings	Contribution Rate	Amount Reported
Employee Contribution before July 1, 2008	0.00	10.855%	0.00
Employee Contribution On or After July 1, 2008	0.00	10.855%	0.00
Employer Contribution before July 1, 2008	0.00	0.000%	0.00
Employer Contribution On or After July 1, 2008	0.00	0.000%	0.00
Employer MIF	0.00	1.000%	0.00
Critical Shortage	0.00	10.000%	0.00
IPS Contributions			0.00

Enter the Pay Period Begin Date, Pay Period End Date, and Check Date. Click the Save button. Next, click the Create Payroll Detail button. Upon saving, Details records are created for all persons in the Previous Payroll Summary selected. To enter a new employee not on the previous Summary, click the Create Payroll Detail button.

Task #2

PATHWAY
Employer Payroll Detail Maintenance

Person | Organization | Administration | Reports | Employer Reporting | Accounting | MAM | Service Purchase

Mag ID : 7 [Record displayed. Please make changes and press SAVE.]

Save

Reset

Payroll Detail Information

Employee Name

Payroll Period Begin Date

Payroll Identifier Number

Payroll Period End Date

Submitted Date

Payroll Detail Demographic Information

Employee Defined Employee ID

Requested

System

Enter your new employee's required information, if applicable. Update any changes to employees that were included on the Previous Payroll Summary. Click the Save button.



View Payroll Summary & Detail Records

Now that your data is inside PATHWAY, there are two types of records that you are working with. For each pay period, there is one (1) Payroll Summary record. Inside each Payroll Summary record, there are multiple Payroll Detail records. There must be one Payroll Detail record for each one of your employees (1:1) for each pay period.

You can think of a Payroll Summary record like a parent record governing all of the Payroll Detail records.

After PATHWAY has completed processing the data that you uploaded or entered, you are responsible for reviewing any errors that PATHWAY identified and resolving them. Before you can review the errors, you need to know how to find the records. Those steps are described below.

Payroll Summary Record

Contribution Totals	Total Excess	Contribution Rate	Amount Reported
Employee Contributions before July 1, 2008	0.00	10.815%	0.00
Employee Contributions On or After July 1, 2008	0.00	10.815%	0.00
Employer Contributions before July 1, 2008	0.00	0.000%	0.00
Employer Contributions On or After July 1, 2008	0.00	0.000%	0.00
Employee MSP	0.00	1.000%	0.00
Critical Shortage	0.00	10.000%	0.00
IPS Contributions			0.00

Payroll Detail Records

Find Payroll Summary Record

- (1) Rollover the **Employer Reporting** Main Menu item
- (2) Click the **Payroll Summary** Sub Menu item
- (3) Enter any search criteria
- (4) Click the **Search** button
- (5) Click the link to open the results

Find Payroll Detail Record

There are two ways to navigate to a Payroll Detail record: through the **Payroll Detail** Sub Menu item OR through the associated Payroll Summary record.

Through the Payroll Detail Sub Menu:

- (1) Rollover the **Employer Reporting** Main Menu
- (2) Click the **Payroll Detail** Sub Menu item
- (3) Enter search criteria if searching for a specific Detail record or leave blank to view all Detail records
- (4) Click the **Search** button
- (5) Click the link to open the results

Through the associated Payroll Summary record

- (1) Open the desired Payroll Summary record
- (2) View the **Payroll Detail** tab (bottom, right)
- (3) Enter any search criteria
- (4) Click the **Search** button
- (5) Click the link to open the results



Resolve Errors

The last step before you can officially submit your payroll information to KTRS is to resolve any errors that PATHWAY has identified. In general, identified errors should be easy to solve. Errors are identified either because information is missing, information is in an incorrect place, or the system is expecting different information than you have provided.

Identify if Errors Exist

On the Payroll Summary record, there is a status. The status is the best indicator of whether errors are present or not. A status of “Review” indicates that there are errors or warnings present. A status of “Valid” indicates that there are no errors present, while a status of “Discrepancy” indicates there is a discrepancy between the calculated contributions and the reported contributions. The status can be found on the upper-most panel on the bottom, right side.

SaveCreate Payroll DetailSubmit Payroll SummaryIgnore

Payroll Summary Information

Employer NameBOURBON COUNTY SCHOOLS

Payroll Period Begin Date02/01/2013

Payroll Period End Date02/28/2013

Check Date03/01/2013

Payroll Identifier Number8897

Submitted Date

Reporting SourceWeb Reporting

Payroll Summary StatusValid

Total Number of Active Employees Reported

Total Number of Retired Employees Reported

Second, Find the Errors and Warnings

The easiest place to find errors is on the Payroll Summary record. At the bottom of the screen, you will notice three tabs related to finding and resolving errors and warnings. Which tab you use is based on your own preferences and work styles.

Other Details

Payroll Detail

Employees Not Reported

New Enrollments

Changes Reported

Errors

Summary by Message ID

Summary by Payroll Detail Status

Invoices

Errors Tab

Contains global errors for the entire Payroll Summary. For example, if you missed entering required data on the Payroll Summary record you would see an error here.

Summary by Message ID Tab

Errors are communicated to you through messages. If more than one individual Payroll Detail record has the same message/error, you may want to solve all those errors together at once. For example, 10 of your Payroll Detail records are missing the same piece of data causing the same error on all 10. This tab groups them together but you still need to make the correction on each Detail record.

Summary by Payroll Detail Status Tab

This tab displays how many Payroll Detail records are in each status. For example, 10 in “Review” and 4 in “Valid.” You can also navigate to all Payroll Detail records in a particular status all at once to start reviewing and resolving errors.

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Let's Look at an Example!

Resolving errors might seem intimidating at first. The truth is resolving errors now saves both you and KTRS a lot of time in the future. Did you know that these errors are not new? In fact, previously if errors existed in the information you were providing to KTRS, it took a lot longer to find them. You may have received a phone call or email alerting you to the problem and asking for the correct information to fix it.

Example:

Search Parameters

Payroll Status

Review

Payroll Period Begin Date (From)

Check Date

Search

Reset

Store Search

* Payroll Identifier Number

Remittance Status

All

Payroll Period End Date (To)

* Previous Payroll Summary

None

Search Results

New Payroll

Open

Delete

Export To Excel

Payroll Identifier Number	Payroll Period Begin Date	Payroll Period End Date	Check Date	Submitted Date	Employee Contributions	Employer Contributions	Employer MIF Contribution
ER-431133	01/02/2013	01/31/2013	02/01/2013		\$109.00	\$185.50	\$0.00
000000021	09/01/2012	09/15/2012	12/10/2012		\$735.89	\$1,551.15	\$0.00

* Check Date

12/10/2012

Reporting Source

File Submitted

Payroll Summary Status

Review

Other Details

Payroll Detail

Employees Not Reported

New Enrollments

Changes Reported

Errors

Summary by Message ID

Summary by Payroll Detail Status

Export To Excel

Message ID	Display Message	Message Count	Severity
9153	Please correct the employer contributions since no federal salary is being reported.	1	Error
9097	Contribution amount reported does not equal contribution amount calculated.	1	Warning
9070	A new member account will be created since this person does not exist.	1	Information

SSN	First Name	Last Name	KTRS ID	Payroll Period Begin Date	Payroll Period End Date	CheckDate
XXX-XX-4048	Buddhi	Gyawali	000000000	09/01/2012	09/15/2012	12/10/2012
XXX-XX-5865	Tucker	Landy	000000000	09/01/2012	09/15/2012	12/10/2012
YYY-YY-1818	Jennifer	Hubbard-Sanchez	000000000	09/01/2012	09/15/2012	12/10/2012

Other Detail

Detail Errors

File Details

Message ID	Message Description	Severity
9137	Contribution Withheld/Contribution Rate is not equal to Salary Earned.	Warning
9108	Please verify the contributions or Plan.	Warning
9103	Please correct the Full-Time Equivalent Percentage.	Error
9102	The provided contract days must be a whole number greater than or equal to 180 and less than or equal to 262.	Error
9097	Contribution amount reported does not equal contribution amount calculated.	Warning
9080	Please update the Birth Date to a date that is before the first date worked.	Warning
9073	If the KTRS ID is provided, the SSN should not be provided.	Information
9070	A new member account will be created since this person does not exist.	Information
9051	The contract days is required.	Error

1

Navigate to your Payroll Summary by selecting the **Employer Reporting** Main Menu item, **Payroll Summary** Sub Menu item, and performing a search.

2

Check the Payroll Summary Status to see if there are any errors or warnings to resolve. "Review" means there are errors to resolve.

3

Open the Summary by Message ID tab to see the errors/warnings to resolve. Click the link labeled "Message ID" to navigate to the Payroll Detail records with errors.

4

PATHWAY displays each record with errors. Click the KTRS ID or SSN link to open and resolve.

5

Scroll to the bottom of the Payroll Detail record to view the errors for this individual. Take action to resolve the errors. Every time you click the **Save** button on the Payroll Detail record, PATHWAY will refresh the errors to show you which errors you have resolved and which are still remaining.

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Pause for Review

We've learned a lot already! Let's pause for a quick review and a few other little facts.

Your steps/actions so far...

- (1) Move your data into PATHWAY either by uploading your file or manually entering your information.
- (2) Look to see if you have any errors/warnings by looking at the Payroll Summary Status on the Payroll Summary record. If the status is "Valid," you have no errors/warnings and can submit your report. If the status is "Review," you have errors/warnings that must be resolved before moving forward.
- (3) Find your errors/warnings by using one of the bottom tabs. If you open the **Payroll Detail by Status** tab, you will find all of your Payroll Details in "Review." Click the Review link to view them all at once.
- (4) Open the impacted Payroll Detail record, view the errors and warnings at the bottom, and take action to resolve.

Did you know?

There are three types of messages in PATHWAY: Errors, Warnings, and Informational messages. Let's take a minute to learn about each kind.

Errors: This is a problem that PATHWAY identified on your report that must be fixed before you submit it. If any Payroll Detail record has an error, the record status will be held in "Review." If any record status is in "Review," the right buttons to submit your report will not be displayed.

Warnings: Just like errors, warnings are a problem that PATHWAY identified that must be resolved in most cases. However, you may also decide to suppress warning messages in exceptional situations.

Information: These are things that you should be aware of. You may or may not decide to take action. You should review all Informational messages. However, Informational messages will not have an impact on your ability to submit your report.

Other Detail		
Detail Errors		
Message ID	Message Description	Severity
9137	Contribution Withheld/Contribution Rate is not equal to Salary Earned.	Warning
9108	Please verify the contributions or Plan.	Warning
9103	Please correct the Full-Time Equivalent Percentage.	Error
9102	The provided contract days must be a whole number greater than or equal to 180 and less than or equal to 262.	Error
9097	Contribution amount reported does not equal contribution amount calculated.	Warning
9080	Please update the Birth Date to a date that is before the first date worked.	Warning
9073	If the KTRS ID is provided, the SSN should not be provided.	Information
9070	A new member account will be created since this person does not exist.	Information
		Error

Can be suppressed.

Must be fixed.

Good to know.

Save Create Payroll Detail Ignore

Payroll Summary Information

Employer NamePULASKI COUNTY SCHOOLS

Payroll Period Begin Date05/16/2013

Payroll Period End Date05/29/2013

Payroll Identifier Number1254

Submitted Date

Total Number of Active Employees Reported1

Suppress Warnings☒

Payroll Detail Salary Information Panel

Payroll Detail ID11904

Payroll Period Begin Date05/16/2013

Payroll Period End Date05/29/2013

Check Date

Payment Reason

Calculated Service Credit

Contribution Rate

Reported Contribution

Calculated Contribution

Discrepancy Amount

Contribution Rate

Grand Total

Suppress Warnings checkbox on the Payroll Summary record.

Suppress Warnings checkbox on the Payroll Detail record.



Submit Payroll

You've made it to your last step! Since all of your errors/warnings have been resolved and your Payroll Summary Status is "Valid" or "Discrepancy," if Bypass Discrepancy was selected, you can now use the **Submit Payroll Summary** button. (Note: Discrepancies are errors in the calculated contributions versus reported contributions. The status will read "Discrepancy" if this is the only error in the Detail record.)

Click Button

Save

Create Payroll Detail

Submit Payroll Summary

Ignore

Create Remittance

Payroll Summary Information

Employer Name

PULASKI COUNTY

File ID

108

Payroll Period Begin Date

02/01/2015

Payroll Period End Date

02/15/2015

Check Date

02/15/2015

Payroll Identifier Number

100234

Submitted Date

02/15/2013

Total Number of Active Employees Reported

Total Number of Retired Employees Reported

492

Payroll Summary Status

Valid

Payroll Summary Total Amounts

Contribution Totals

On Behalf Paid by State

	Total Earnings	Contribution Rate	Amount Reported
Employee Contribution before July 1, 2008	1,000.00	9.855%	98.55
Employee Contribution On or After July 1, 2008	0.00	0.000%	0.00
Employer Contribution before July 1, 2008	0.00	0.000%	0.00
Employer Contribution On or After July 1, 2008	0.00	0.000%	0.00
Employer MIF	1,000.00	0.000%	10.00
IPS Contributions			0.00
Grand Total			108.55

Other Details

Payroll Detail

Employees Not Reported

New Enrollments

Errors

Summary by Message ID

Summary by Payroll Detail Status

Invoices

Search Criteria

First Name

Last Name

Last 4 digits of SSN

KTRS ID

Search

Reset

Open

SSN

First Name

Last Name

KTRS ID

Payment Reason

Payroll Period Begin Date

Payroll Period End Date

Check Date

Status

No records to display

What happens Now?

Now you've handed off the report to KTRS and it is the job of a KTRS processor to continue the work. There may be actions that the KTRS processor has to take on the data. KTRS will let you know if we need anything else from you to finish the job.

You may notice that now your Payroll Summary Status is neither "Review" nor "Valid." The status is "Submitted." Submitted indicates that you sent KTRS the report. PATHWAY updates the Payroll Summary record and all of the corresponding Payroll Detail records to read-only. You can no longer make any changes.

If immediately after submitting your report, you find a change that you have to make, please contact KTRS. If the report has already been posted, an Adjustment record will be required.



Handling New Employees

FAQ

Question: My organization recently hired someone new. How do I communicate the new hire to KTRS through PATHWAY? Is there anything special that I need to do to start reporting my new person?

Answer: Yes. We encourage you to add all of your new hires through PATHWAY from this point going forward. Here are the steps for how to add a new employee.

- (1) Rollover the **Person** Main Menu item
- (2) Click the **Member Enrollment** Sub Menu item
- (3) Click the **New** button
- (4) Enter all the required fields (marked with a red *)
- (5) Click the **Save** button

The image displays two screenshots of the PATHWAY Member Enrollment system interface. The left screenshot shows the 'Member Enrollment Lookup' page, which includes a search form with fields for First Name, Last Name, Date of Birth, and Gender. A red circle with the number 3 highlights the 'New' button in the 'Search Results' section. The right screenshot shows the 'Member Enrollment Maintenance' page, which includes a form for entering member information. A red circle with the number 4 highlights the 'Save' button. Both screenshots show the 'Person' menu item highlighted with a red circle and the number 1, and the 'Member Enrollment' sub-menu item highlighted with a red circle and the number 2.



Handling Adjustments



Question: I need to report an adjustment for one of my employees. Does PATHWAY have the functionality to report adjustments? If yes, then how do I do it?

Answer: Yes. In fact, PATHWAY provides the functionality to report both fiscal year adjustments and prior year adjustments. If you have a current fiscal year adjustment, you can include both regular and supplemental adjustments with your regular contribution file. If you need to adjust a prior year, you will need to go through the member account maintenance process. Both current fiscal year and prior year adjustments are described in detail.

Prior Year Adjustment

- (1) Rollover the **MAM** Main Menu item
- (2) Click the **Prior Year Adjustment** Sub Menu item
- (3) Enter the KTRS ID and Fiscal Year of the adjustment
- (4) Click the **New** button
- (5) Enter the Pay Period Start and End Dates and leave a comment about why you are making the adjustment
- (6) Click the **New** button to create a new row to enter the adjustment information
- (7) Click the **Save** button

The screenshot shows the PATHWAY web application interface for reporting prior year adjustments. The interface includes a top navigation bar with tabs like Person, Organization, Administration, Reports, Employer Reporting, Accounting, MAM, and Service Purchase. The 'MAM' tab is selected, and the 'Prior Year Adjustments' sub-tab is active. A left sidebar shows a 'Recent Pages' list. The main content area has a 'Criteria' section with input fields for KTRS ID, Fiscal Year, Pay Period Start Date, Pay Period End Date, First Name, and Last Name. Below this is a 'Search Results' section with buttons for 'New', 'Open', and 'Export To Excel'. A table displays search results with columns for ID, Name, Adjustment Status, Invoice Status, Fiscal Year, Pay Period Start Date, and Pay Period End Date. Below the table is a 'Save' button. The 'Adjustment Details' section shows fields for KTRS ID, Name, Fiscal Year, Organization Name, Pay Period Start Date, Pay Period End Date, Submitted Date, and GL Created. Below this is a 'Current Account Details Reported' table with columns for Contract Type, First Day Worked, Payment Reason, Employee Contribution, Days Paid, Contract Days, Contract Salary, Total Earnings, Daily Dock Rate, Matching Salary, Employer/Federal Contribution, Employer MIE, and CS Contribution. The table shows two rows of data for 07/01/2010. Below this is a 'New as it should be reported' section with a 'New' button and a table with columns for Contract Type, First Day Worked, Payment Reason, Employee Contribution, Days Paid, Contract Days, Contract Salary, Total Earnings, Daily Dock Rate, Matching Salary, Employer/Federal Contribution, Employer MIE, and CS Contribution. The table shows two rows of data for 07/01/2010. The 'Save' button is at the bottom of the form.

Contract Type	First Day Worked	Payment Reason	Employee Contribution	Days Paid	Contract Days	Contract Salary	Total Earnings	Daily Dock Rate	Matching Salary	Employer/Federal Contribution	Employer MIE	CS Contribution
Supplemental Pay	07/01/2010		\$23.24	0.00	185	\$43,695.00	\$229.99	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Regular Pay	07/01/2010		\$4,415.29	185.00	185	\$43,695.00	\$43,694.11	0.00	\$0.00	\$5,866.31	\$0.00	\$0.00
Total			4438.53	185			43924.10		0	5866.31	0.00	0.00

Contract Type	First Day Worked	Payment Reason	Employee Contribution	Days Paid	Contract Days	Contract Salary	Total Earnings	Daily Dock Rate	Matching Salary	Employer/Federal Contribution	Employer MIE	CS Contribution
Full Time	07/01/2010	Supplemental Pay	\$23.24	0.00	185	\$43,695.00	\$229.99	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Full Time	07/01/2010	Regular Pay	\$4,415.29	185.00	185	\$43,695.00	\$43,694.11	0.00	\$0.00	\$5,866.31	\$0.00	\$0.00
Total			4438.53	185			43924.10		0	5866.31	0.00	0.00



Handling Adjustments Continued

FAQ

Question: I need to report an adjustment for one of my employees. Does PATHWAY have the functionality to report adjustments? If yes, then how do I do it?

Answer: Yes. In fact, PATHWAY provides the functionality to report both current fiscal year adjustments and prior year adjustments. If you have a fiscal year adjustment, you can include both regular and supplemental adjustments with your regular contribution file. If you need to adjust a prior year, you will need to go through the member account maintenance process. Both fiscal year and prior year adjustments are described in detail.

Upload File Note:

Inside the file that you will be uploading, you are already indicating if the Payroll Detail is Regular Pay or some kind of adjustment. KTRS has already provided you with the file format that must be used when working with PATHWAY and the Payment Reason is a required field.

If you did not include the adjustment that you need to report into the file that you uploaded, you can either:

Manually add a line to the report prior to uploading the file to create the fiscal year adjustment.

Or:

Upload the file and after the system has processed the records, click the **Create Payroll Detail** button on the Payroll Summary record, and follow the steps described here.

Fiscal Year Adjustment

The screenshot displays the 'Payroll Detail Salary Information Panel'. It includes fields for 'Payroll Detail ID', 'Payroll Period Begin Date' (02/01/2013), 'Payroll Period End Date' (02/28/2013), 'Unpaid Days' (0), and 'Paid Days (Other Than FT)' (0). Below these are sections for 'Reported Contribution', 'Calculated Contribution', and 'Discrepancy Amount'. A red box highlights the 'Payment Reason' dropdown menu, which is open and shows options: 'Adjustment Regular', 'Adjustment Supplemental', 'Lump Sum Annual Leave', 'Lump Sum Compensatory Pay', 'Lump Sum Sick Leave Payment', 'Regular Pay', and 'Supplemental Pay'. A red arrow points to the 'Adjustment Regular' option.

On each Payroll Detail, there is a drop down box in the **Payroll Detail Salary Information** panel labeled Payment Reason. Normally, you select Regular Pay. This indicates regular contributions with no exceptional scenarios. There are a few other options that you can select as well.

- Adjustment Regular
- Adjustment Supplemental
- Lump Sum Annual Leave
- Lump Sum Compensatory Pay
- Lump Sum Sick Leave Pay
- Supplemental Pay

For any adjustment within the current fiscal year, please either select Adjustment Regular or Adjustment Supplemental. On the Payroll Detail record, you should enter the Pay Period dates, pay amounts, and all other relevant information as it relates to the adjustment.



Service Purchases Forms

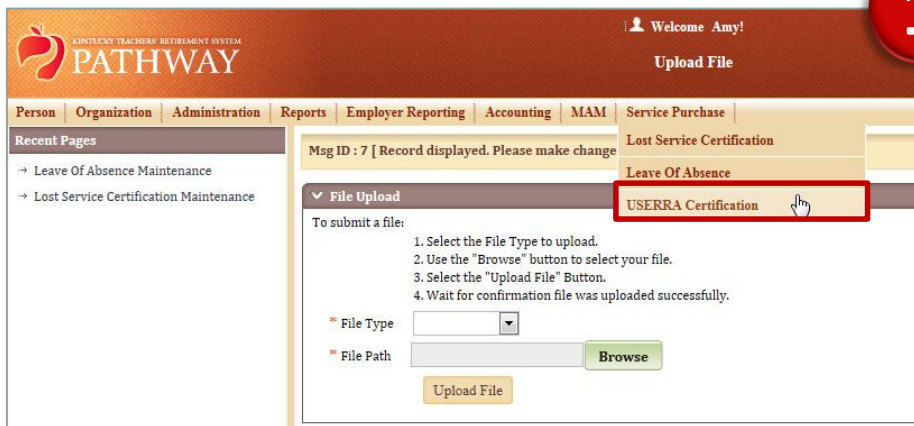
FAQ

Question: How do I handle service purchases certification forms through PATHWAY?

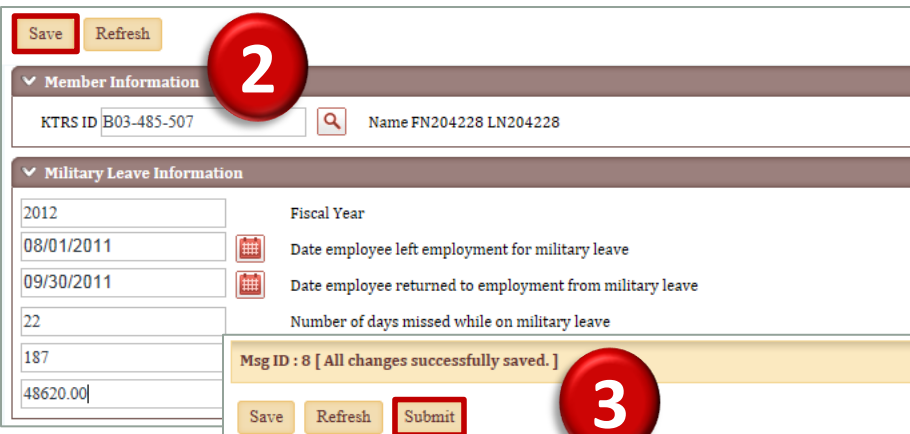
Answer: You can submit certification forms needed by KTRS to complete a member's service purchase request through PATHWAY instead of by paper. Service Purchase certification forms are created through the **Service Purchase** Main Menu item and **Service Purchase** Sub Menu item. Let's look at an example for one specific type of service purchase request: USERRA Certification.

Service Purchase

Under the **Service Credit** main menu, select **USERRA Certification**.

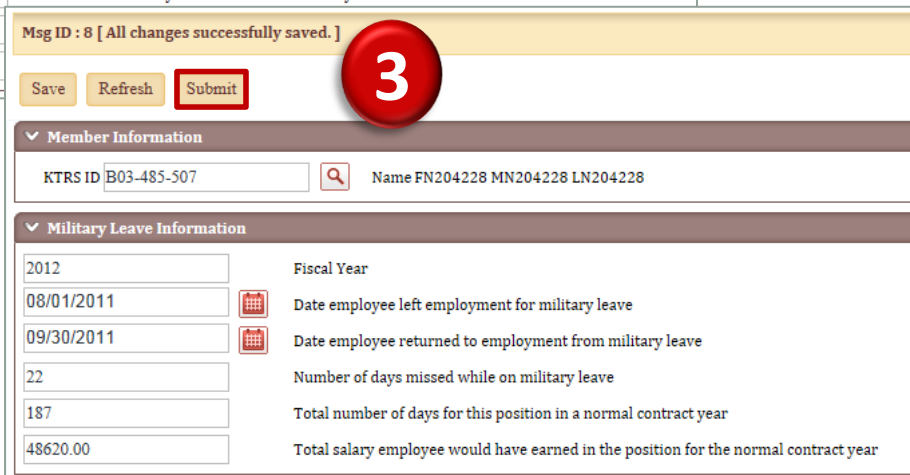


The screenshot shows the PATHWAY system interface. The top navigation bar includes links for Person, Organization, Administration, Reports, Employer Reporting, Accounting, MAM, and Service Purchase. The Service Purchase menu is expanded, showing options for Lost Service Certification, Leave Of Absence, and USERRA Certification. The USERRA Certification option is highlighted with a red box and a mouse cursor. A message bar at the top right says "Welcome Amy!" and "Upload File".



The screenshot shows the USERRA Certification form. The form has two main sections: Member Information and Military Leave Information. The Member Information section includes fields for KTRS ID (B03-485-507) and Name (FN204228 LN204228). The Military Leave Information section includes fields for Fiscal Year (2012), Date employee left employment for military leave (08/01/2011), Date employee returned to employment from military leave (09/30/2011), Number of days missed while on military leave (22), Total number of days for this position in a normal contract year (187), and Total salary employee would have earned in the position for the normal contract year (48620.00). The form is saved, and a message bar at the top right says "Msg ID : 8 [All changes successfully saved.]".

The form has been saved. When ready, click **Submit** to route the form to KTRS.



The screenshot shows the USERRA Certification form with the Submit button highlighted. The form is the same as the one in the previous screenshot, but the Submit button is now highlighted with a red box. The message bar at the top right says "Msg ID : 8 [All changes successfully saved.]".



Remitting Contributions

FAQ

Question: How do I send money to KTRS for my contribution report through PATHWAY?

Answer: You can create a Remittance record whether you will be mailing a check, are making an automatic ACH payment, or would like KTRS to pull an ACH payment using the bank account information we have on file for you.

When you submit the Payroll Summary, click the **Create Remittance** button. This will open the **Remittance Maintenance** screen where the remittance amount, deposit date, and remittance details are prepopulated. However, the invoice for that summary will not yet be available until the internal KTRS user marks the summary ready to post and the batch has run.

Complete the remaining required fields and click **Save**.

Complete the remaining required fields and click **Save**.

In the **Invoice Information** panel, you can view which invoices are currently outstanding for your organization. Invoices are created through a batch process and are not visible until the next day.



Adding New Web Users to Your Account



Question: What do I do if someone with access to PATHWAY at my organization quits? What if someone joins and I want to add them to PATHWAY? Or, what if one of my users doesn't have access to complete something in PATHWAY that I want them to?

Answer: Through your organization contents screen, PATHWAY allows you to inactivate access completely as well as change a user's role so that she/he can access more or less in the system. In order to grant PATHWAY access, you must contact KTRS to have that person added to your organization.

Other Details

ContactAddressPlanBank InformationComments

NewOpenDeleteSet Primary Contact

<input type="checkbox"/>	Name	Contact Type	Phone Number	Email Address	Primary Contact	Status
<input type="checkbox"/>	Amy Kinsley	Accounting / Payroll		amy.kinsley@sagitec.com	Yes	Active
<input type="checkbox"/>	OCFN437 OCMN437 OCLN437	Personnel	0-	abc@def.com	No	Active
<input type="checkbox"/>	OCFN216 OCMN216 OCLN216	Accounting / Payroll	0-	abc@def.com	No	Active
<input type="checkbox"/>	OCFN9 OCMN9 OCLN9	Agency Head	0-	abc@def.com	No	Active

At the bottom of the **Organization Maintenance** screen (select **Organization** Main Menu and Sub Menu), you will find a **Contacts** tab. This tab contains all your current contacts with their access rights. Click the **New** button to create a new contact. Or, click on the contacts name link to change or revoke an existing contact.

If you are creating a new contact, you must enter all of the required fields.

The Organization Contact Status indicates if the contact currently has access to PATHWAY or if it has been revoked. To revoke access, update the Organization Contact Status to "Inactive." Otherwise, leave as "Active."

Welcome Amy!

Org Contact Maintenance

PersonOrganizationAdministrationReportsEmployer ReportingAccountingMAMService Purchase

PreviousRefreshHelpLogout

Recent Pages

Organization Maintenance

Remittance Maintenance

Remittance Lookup

Credit Memo Lookup

Invoice Lookup

KTRS ID Lookup

Person Lookup

Person Maintenance

Employee Lookup

Employer Payroll Summary Lookup

Upload File

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

SaveRefresh

Organization Details

Organization: 9Organization Name: BOURBON COUNTY SCHOOLS

Organization Type: EmployerStatus: Active

Organization Contact Details

Organization Contact ID 719Person Name Amy Kinsley

PrefixSuffix

First Name AmyMiddle NameLast Name Kinsley

GenderContact AddressCommunication Preference

Phone NumberEmail Address amy.kinsley@sagitec.comFax Number

Contact Type Accounting / PayrollOrganization Contact Status Active

Web Access Information

Lock Account NPassword Expiry Flag N

Terms Of User Acceptance Date 02/21/2013Password Last Changed 02/21/2013

Last Locked DateLast Used On 3/1/2013 2:19:26 PMLock Count

Login AttemptsLogin Count 23Status ACTV

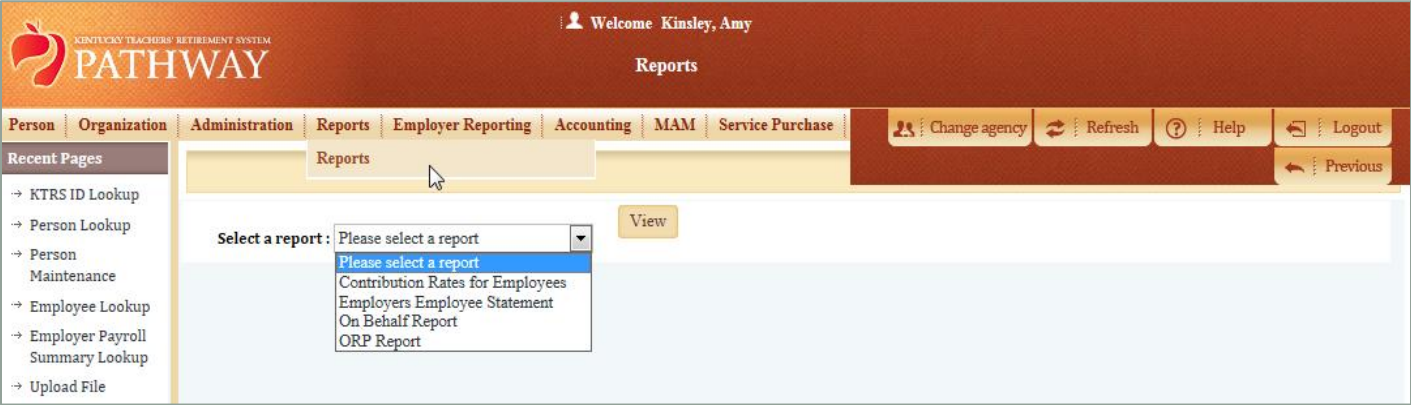
Comments

Create : amyk2/21/2013 1:52:21 PMModify : 3/1/2013 2:19:26 PM

You may also notice the field called Contact Type. Depending on the user's contact type, she/he will be able to do and see certain things in PATHWAY, but not other things. As a general rule of thumb, an Agency Head can do everything. To change a user's access, select the desired contact type and click the **Save** button.



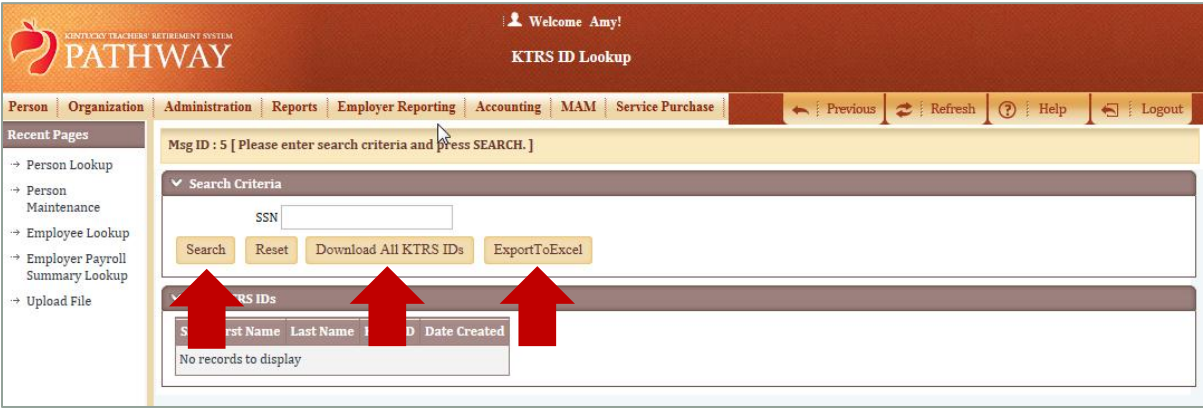
Reports



PATHWAY provides several formal reports that you can view and generate at any time. Rollover the **Reports** Main Menu item, click the **Reports** Sub Menu item, select the report you wish to view, enter any filtering criteria, and click the **View** button.

KTRS IDs

One of the new requirements is to include all employee's KTRS IDs when reporting contribution information for both employers that are uploading a file and employers that are manually entering data. If you do not know your employee's KTRS IDs, you can download them in a file through the **Employer Reporting** Main Menu item and the **Download KTRS ID** Sub Menu item.




Employee Information View

When new employees are hired or a retired member returns to work, you may need to determine their contribution rate before reporting them to KTRS. You can use the **Employee Lookup** feature under the **Employer Reporting** Main Menu item to find this information. Below describes how!

Use Employee Lookup:

- (1) Rollover the **Employer Reporting** Main Menu item
- (2) Click the **Employee Lookup** Sub Menu item
- (3) Enter at least three pieces of search criteria and click the **Search** button
- (4) View the employee's contribution rate that applies to them. It may show federal contribution rate, employer contribution rate, critical shortage rate, etc.



1

Welcome Amy!

Employee Lookup

PersonOrganizationAdministrationReportsEmployer ReportingAccountingMAMService Purchase

PreviousRefreshHelpLogout

Recent Pages

- Employer Payroll Summary Lookup
- Person Lookup
- Upload File

Msg ID : 1 [1 Records met

Criteria

First Name

Last 4 digits of SSN

8C

Search

Reset

Payroll Summary

Payroll Detail

Download KTRSID

Employee Lookup

Payroll Calendar

2

Date of Birth

07/30/1979

002-679-296

3

Search Results

Last 4 Digits of SSN: XXX-XX-8049

First Name: FN48049

Entry Date: 07/01/2002

Federal Contribution Rate: 15.1050

Date Of Birth: 07/30/1979

Last Name: LN48049

Employee Contribution Rate: 10.8550


Employer MIF Rate: 1.0000

4



Information About Your Organization

Using PATHWAY, you have the opportunity to add, update, and view information about your organization online. For example, if your address or banking information changes, you can update it here; or, if you want to view information about the plans that your organization participates in, you can view it here. The following information provides an overview of PATHWAY functionality related to viewing, adding, and updating information relevant to your business.



Welcome Amy!

Organization Maintenance

Person Organization Administration Reports Employer Reporting Accounting MAM Service Purchase

Previous Refresh Help Logout

Recent Pages

Upload File

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh

Organization Details

* Organization

9

* Organization Name

BOURBON COUNTY SCHOOLS

* Organization Status

Active

* Organization Begin Date

07/01/1940

Communication Preference

Mail

Phone Number

Website URL

Primary Address

Time Zone

Primary Contact

Organization Type

Employer

* Employer Type

Local School District

Organization End Date

Email

Fax Number

Federal ID

Insurance Company Number

Primary Contact Phone Number

View or change the address(es) that KTRS sends your mail to.

View information about the plans that your organization participates in at KTRS.

View or change the bank account information that KTRS uses for your remittances.

Update details about your organization and click the Save button.

Other Details

Contact

Address

Plan

Bank Information

Comments

New

Open

Delete

Set Primary Contact

	Name	Contact Type	Phone Number	Email Address	Primary Contact	Status
		Accounting / Payroll		amy.kinsley@sagitec.com	Yes	Active
	437 OCLN437	Personnel	()-	abc@def.com	No	Active

View which users at your organization have access to PATHWAY, update user access, or add new users.



Payroll Calendar

KTRS requires one report for every payroll that you run. As you can imagine, each employer may use a different pay frequency. Some of you may pay weekly, bi-weekly, monthly, or bi-monthly. As such, it's important that at the beginning of each fiscal year, you share your planned payroll calendar with KTRS so that we know what to expect and how to prepare.

Sharing your payroll calendar is simple. It requires that you select the fiscal year that you want to create the calendar for and then enter the pay dates for each pay period. The example below is using a monthly pay cycle with employees paid the last day of every month. You will enter whatever your pay cycles are.

The screenshot shows the KTRS PATHWAY web application interface. At the top, a red banner displays the KTRS logo and the text 'KENTUCKY TEACHERS' RETIREMENT SYSTEM PATHWAY'. Below this, a navigation bar includes links for 'Person', 'Organization', 'Administration', 'Reports', 'Employer Reporting', 'Accounting', 'MAM', and 'Service Purchase'. The 'Employer Reporting' menu is expanded, showing options like 'Payroll Summary', 'Payroll Detail', 'Download KTRSID', 'Employee Lookup', and 'Payroll Calendar'. The 'Payroll Calendar' option is selected. The main content area shows the 'Payroll Calendar' form. It includes a 'Fiscal Year' dropdown menu set to '2013', a 'New' button, and a table with 'Pay Date' headers. The table has three rows with dates '03/31/2013', '04/30/2013', and '05/31/2013'. A 'Save' button is located at the bottom left of the form. Numbered callouts (1-6) highlight the following elements: 1. 'Employer Payroll Calendar' link in the navigation bar; 2. 'Payroll Calendar' link in the expanded menu; 3. 'Fiscal Year' dropdown menu; 4. 'New' button; 5. 'Pay Date' input field in the table; 6. 'Save' button.

To input your payroll calendar, follow these steps:

- (1) Rollover the **Employer Reporting** Main Menu item
- (2) Click the **Payroll Calendar** Sub Menu item
- (3) Select the Fiscal Year from the drop down box
- (4) Click the **New** button to create a new row
- (5) Enter the Pay Date in the new row
- (6) Click the **Save** button

Note: You may enter multiple new rows in steps (4) and (5) before clicking the **Save** button in step (6). You do not have to click the **Save** button after each new row.



Document Upload

Another useful tool is the Document Upload feature. This tool allows you to upload documents to KTRS for specific members or employers via PATHWAY.

The screenshot shows the PATHWAY web application interface. At the top, there is a header with the PATHWAY logo and a 'Welcome Amy!' message. Below the header is a navigation bar with tabs: Person, Organization, Administration, Reports, Employer Reporting, Accounting, MAM, and Service Purchase. The 'Administration' tab is selected, and a sub-menu is open showing 'Upload File', 'Processed Files', and 'Document Upload'. A red circle with the number '1' is placed over the 'Document Upload' link. To the right of the sub-menu, a text box says: 'You can also search for documents that were previously uploaded by entering Criteria and clicking the Search button.' Below the navigation bar, there is a 'Criteria' section with fields for 'KTRS ID', 'Date Uploaded (From)', 'Date Uploaded (To)', 'Document Type', and 'Document Sub-Type'. There are 'Search', 'Reset', and 'Store Search' buttons. A red circle with the number '2' is placed over the 'Search' button. Below the 'Criteria' section is a 'Search Results' section with 'New', 'Open', and 'Delete' buttons. A red circle with the number '3' is placed over the 'Document Details' section, which contains fields for 'Document Type', 'Document Sub-type', 'KTRS ID', and 'File Path'. The 'File Path' field shows 'C:\fakepath\Example.docx' and has a 'Browse' button. At the bottom of the 'Document Details' section is an 'Upload Document' button.

1. Select the File Type to upload.
2. Use the "Browse" button to select your file.
3. Select the "Upload File" Button.

You can also search for documents that were previously uploaded by entering Criteria and clicking the Search button.

2

Document Details

* Document Type: Employer
* Document Sub-type: Sick Leave Policy(EMPL)
KTRS ID: [Search]
* File Path: C:\fakepath\Example.docx [Browse]
[Upload Document]

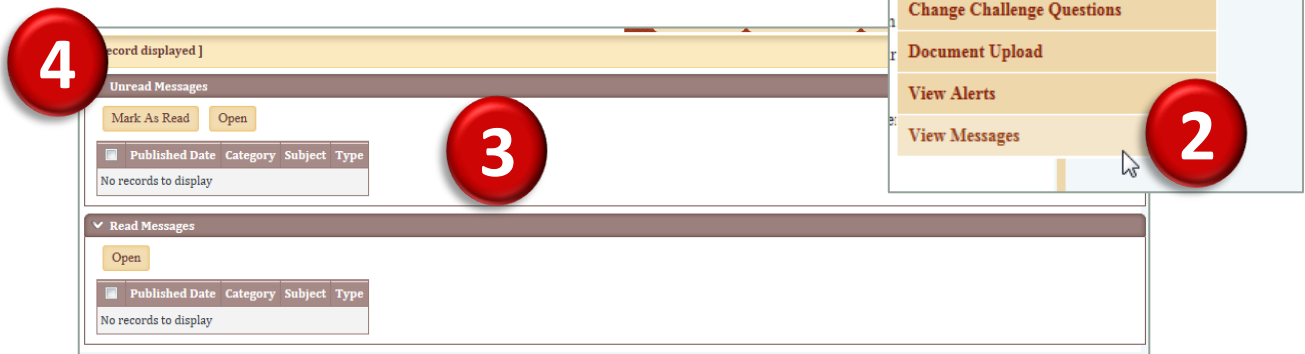
To upload a document, follow these steps:

- (1) Rollover the **Administration** Main Menu item, select **Document Upload** Sub Menu item
- (2) Click **New**
- (3) Select the Document Details information from the dropdown menus, choose the document to upload, and click **Upload Document**



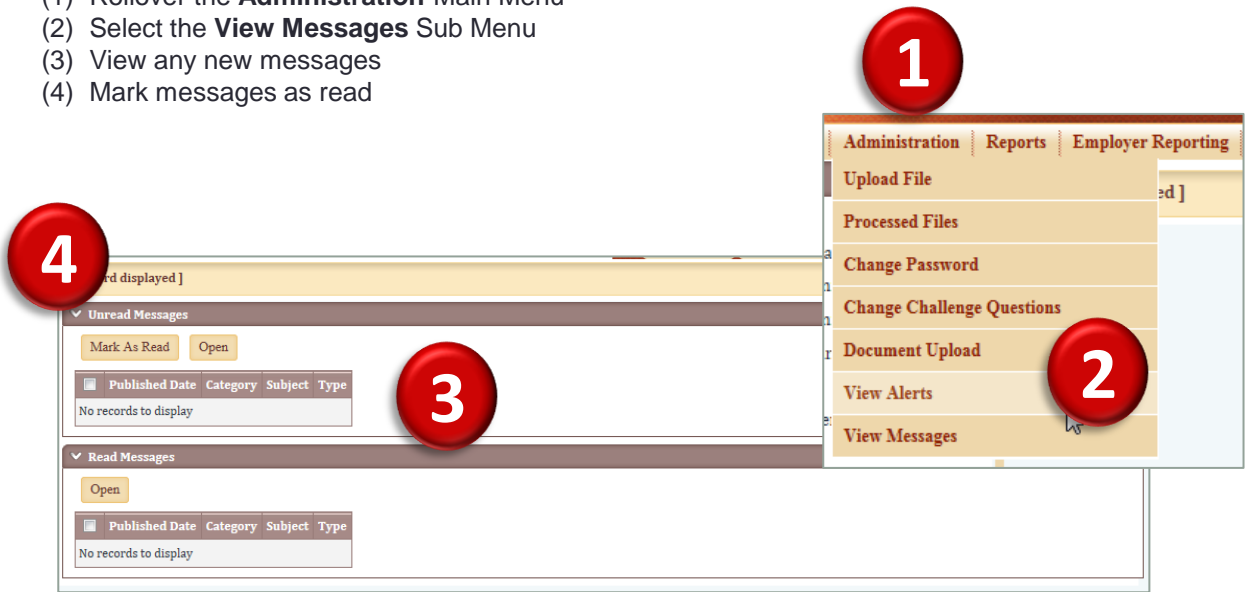
Messages & Alerts

PATHWAY communicates to you through messages and alerts. An alert is automatically generated based on actions that you take in the system. For example, your file has been processed and is ready for you to review. A message is more customized and unique. For example, contribution rates are changing.



To check your messages:

- (1) Rollover the **Administration** Main Menu
- (2) Select the **View Messages** Sub Menu
- (3) View any new messages
- (4) Mark messages as read



To check your alerts:

- (1) Rollover the **Administration** Main Menu
- (2) Select the **View Alerts** Sub Menu
- (3) View any new alerts
- (4) Mark alerts as read



Password & Challenge Question Management

PATHWAY provides you with the functionality to manage your password and your challenge questions.

Employer Self Service - Change Password

Current Password:

* New Password:

* Confirm New Password:

Change Password

Instructions

- » Please enter your current password, a new password and confirm the new password.
- » Make sure that the new password and the confirm new password fields are the same.
- » The new password must be at least eight characters long. Your password must contain one number, one special character, one upper case and one lower case letter.
- » Your password must contain one number, one special character, one upper case and one lower case letter.

Administration

- Upload File
- Processed Files
- Change Password
- Change Challenge Questions
- Document Upload
- View Alerts
- View Messages

To change your password:

- (1) Rollover the **Administration** Main Menu
- (2) Select the **Change Password** Sub Menu item
- (3) Enter your current password, new password, and confirm your new password
- (4) Click the **Change Password** button

To change your challenge questions:

- (1) Select the **Change Challenge Questions** Sub Menu item
- (2) Select and answer your challenge questions
- (3) Click the **Continue** button

Administration | Reports | Employer Self Service

- Upload File
- Processed Files
- Change Password
- Change Challenge Questions
- Document Upload
- View Alerts
- View Messages

Employer Self Service - Instruction

Question 1 *

What is your spouse's middle name?

Answer 1 *

What is your oldest child's middle name?

What is your youngest child's nickname?

What is the middle name of your oldest sibling?

Continue **Reset**



Activity

*Your trainer will provide you with activities
and any necessary data.*



Notes



Notes

